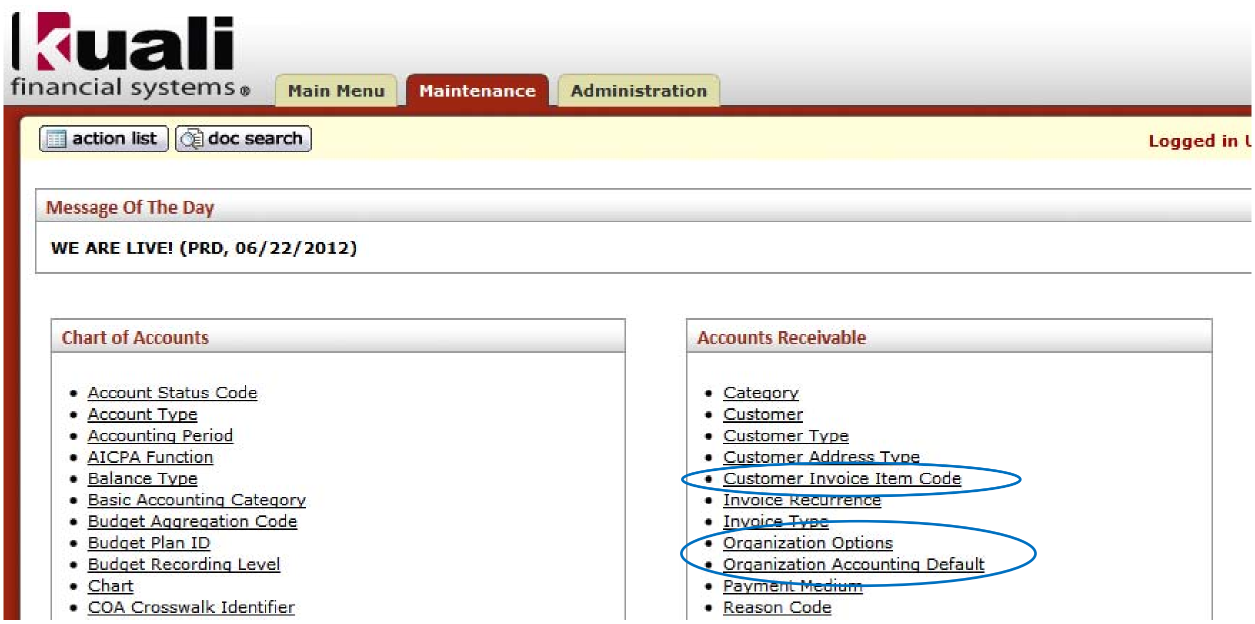
Maintaining AR Organizations

The Organization Options eDoc is used to set up a 'billing organization' so that users within the organization can create Accounts Receivable eDocs appropriate to the billing function. This eDoc also allows you to define other data elements that carry forward to the Customer Invoice, such as payment terms, print options, organization messages appropriate for display on the invoice, remittance information, and the billing organization's phone number(s).

The Organization Accounting Default eDoc is used to define billing organization accounting line defaults for the Customer Invoice and Customer Invoice Item Code eDocs.

The Customer Invoice Item Code is an identifier that is used to set up default information for items or services being invoiced in the Customer Invoice eDoc. Populating this code in the Invoice Item Code field on an accounting line of the invoice will bring in the default values associated with that item code, which results in saving the user from manually entering the information on the accounting line. All fields on the accounting line of the invoice (except for Service Billing Date) can be set up as a default value using the item code.

Maintenance tab → Accounts Receivable → Organization Options
Organization Accounting Default
Customer Invoice Item Code



Business Rules

- The 'Processing Organization' must exist before creating a 'Billing Organization' with the Organization Options eDoc.

- The 'Biller' can only edit information on the Organization Options eDoc for their assigned 'Billing Organization.'
- The 'Billing Organization' must exist before creating the Organization Accounting Default and Customer Invoice Item Code.
- The Item Unit of Measure must exist on the Unit of Measure table in the Customer Invoice Item Code eDoc.

Legend

- KFS eDoc
  - * = Required
- Process Documentation
  - (Required) = System/Organizational Requirement
  - (Optional) = For departmental use
  - (Not used) = Not being used by UH

eDoc Information Box

- Doc Nbr = eDoc Number and Invoice Number
- Initiator = UH username of person initiating eDoc
- Status = In Process, Saved, Enroute, Final
- Created = Date eDoc was initiated

Buttons

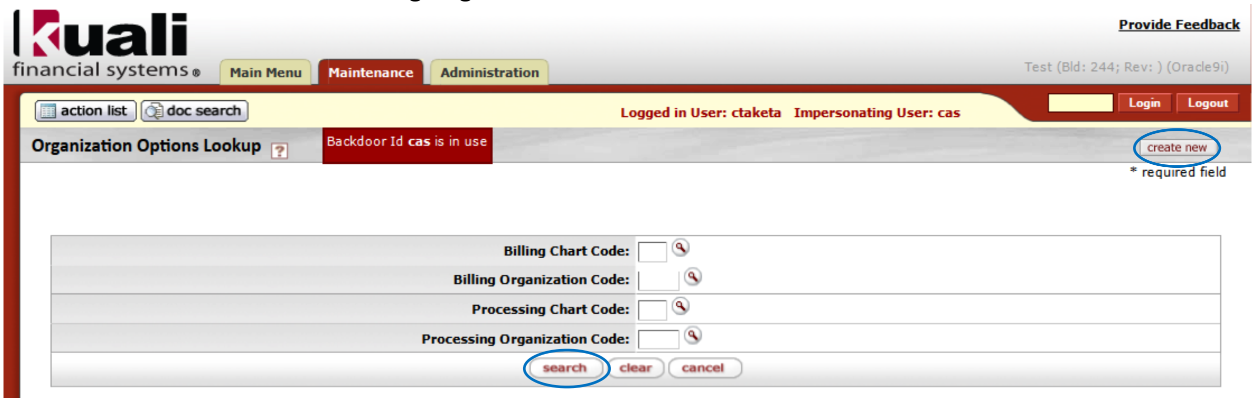
1. Click the 'save' button to continue editing in the future
2. Click the 'submit' button to route for approval:
   - Organization Options – General Accounting (GALC)
   - Organization Accounting Default – None
   - Customer Invoice Item Code – None
3. Click the 'close' button to close the eDoc
4. Click the 'cancel' button to cancel the eDoc

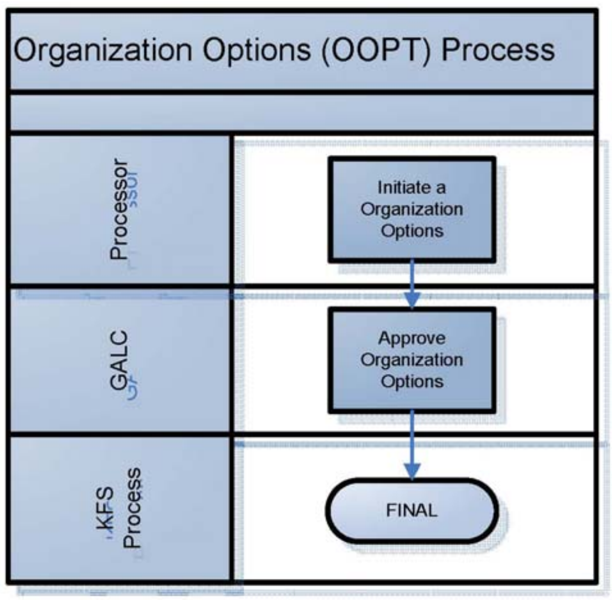
After the Maintenance eDocs are in 'Final' status, the following buttons will display:

5. Click the 'send ad hoc request' to send an FYI or acknowledgement
6. Click the 'close' button to close the eDoc

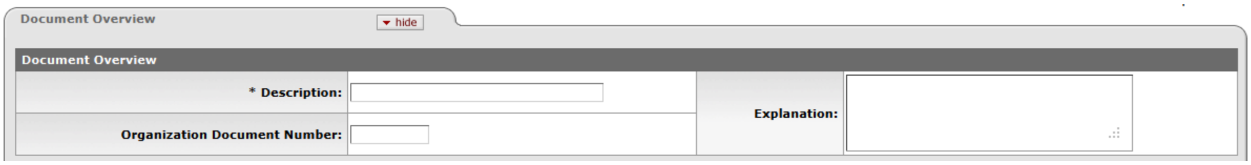
Organization Options eDoc

Search for an existing 'Billing Organization' by selecting from the attributes available or click the 'create new' button to create a new 'Billing Organization':



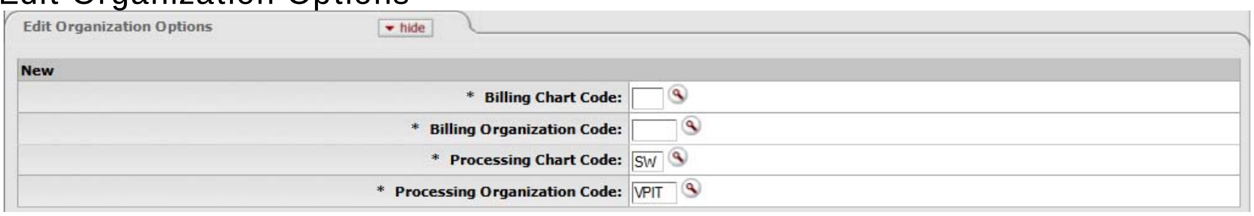


Document Overview



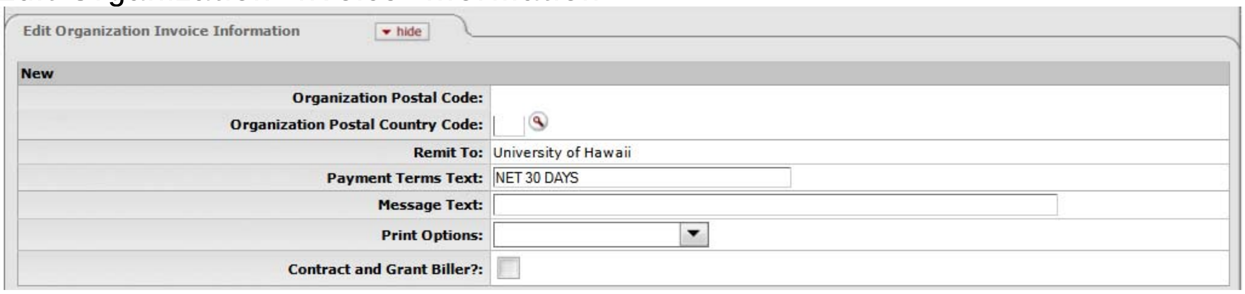
1. (Required) Enter in a Description
   - Start with the 3-digit FO code followed by a short description
2. (Optional) Enter in an Explanation
3. (Optional) Enter in an Organization Document Number

Edit Organization Options



4. (Required) Enter in the Billing Chart Code or select the magnifying glass to search
5. (Required) Enter in the Billing Organization Code or select the magnifying glass to search
   - Note: The Organization Code must exist under the Chart Code being used
6. (Required) System Default: The Processing Chart Code and Organization Code will be pulled from your person profile

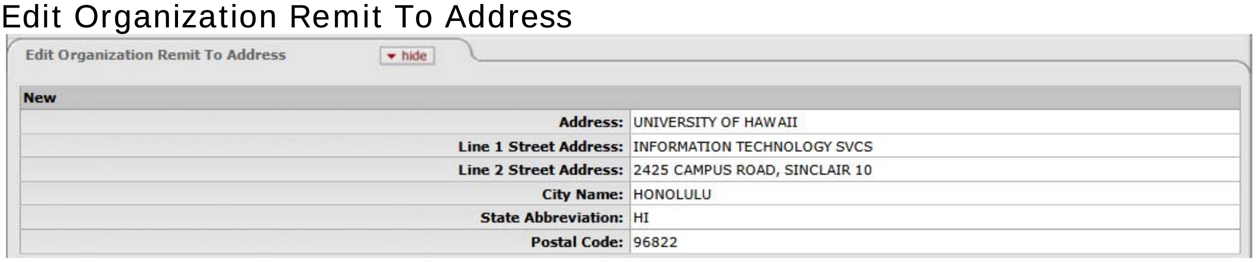
Edit Organization Invoice Information


Edit Organization Invoice Information ▾ hide

New	
Organization Postal Code:	
Organization Postal Country Code:	
Remit To:	University of Hawaii
Payment Terms Text:	NET 30 DAYS
Message Text:	
Print Options:	
Contract and Grant Biller?:	

7. (Optional) Enter in the Organization Postal Country Code or select the magnifying glass to search
8. (Optional) System Default: Payment Terms Text will display as 'NET 30 DAYS'
    - To change, edit as applicable
    - This is an editable field within the Customer Invoice
9. (Optional) Enter in the Message Text that will display on the Customer Invoice
    - This message will display on all the printed invoices created by the Billing Organization
10. (Optional) Select the Print Options related to printing the invoice from the drop-down menu
    - Options:
        - Send to USER Queue - Allows an AR user the ability to print a invoice directly within the Customer Invoice eDoc
        - Send to BILL Queue - Allows an AR user the ability to print multiple invoices for their Billing Organization (See Process Documentation - Viewing AR Reports in the Customer Invoice section)
        - Send to PROC Queue - Allows an AR user the ability to print multiple invoices for their Processing Organization (See Process Documentation - Viewing AR Reports in the Customer Invoice section)
        - Do Not Print
11. (Not Used) The Contract and Grant Biller? will be used by ORS only

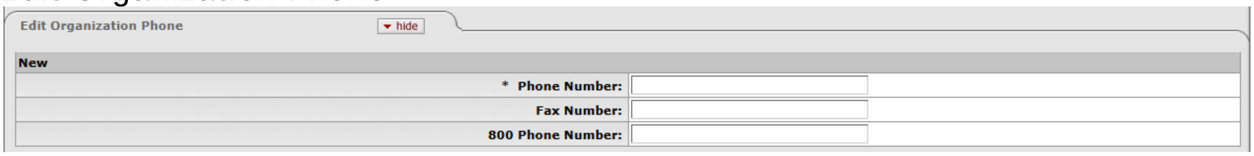
Edit Organization Remit To Address


Edit Organization Remit To Address ▾ hide

New	
Address:	UNIVERSITY OF HAWAII
Line 1 Street Address:	INFORMATION TECHNOLOGY SVCS
Line 2 Street Address:	2425 CAMPUS ROAD, SINCLAIR 10
City Name:	HONOLULU
State Abbreviation:	HI
Postal Code:	96822

12. System Default: The Remit to Address will be pulled from the 'Processing Organization' on the System Information Maintenance table
    - Note: Contact GALC if the Address requires updating

Edit Organization Phone



13. (Required) Enter in the Phone Number (format = xxx-xxx-xxxx)
    - This number will display on all the printed invoices created by the Billing Organization
14. (Optional) Enter in the Fax Number (format = xxx-xxx-xxxx)
    - This number will display on all the printed invoices created by the Billing Organization
15. (Optional) Enter in the 800 Phone Number (format = xxx-xxx-xxxx)

Organization Options

Backdoor Id **cas** is in use

Doc Nbr:	10466	**Status:**	ENROUTE
Initiator:	cas	**Created:**	11:55 AM 06/01/2012

- Document was successfully submitted.

expand all collapse all

* required field

Document Overview hide

Document Overview

* **Description:**	066 - Create MA-TELE to SW-VPIT	**Explanation:**	Create AR Billing Organization
Organization Document Number:			

Edit Organization Options hide

New

Billing Chart Code:	MA
Billing Organization Code:	TELE
Processing Chart Code:	SW
Processing Organization Code:	VPIT

Edit Organization Invoice Information hide

New

Organization Postal Code:	
Organization Postal Country Code:	
Remit To:	University of Hawaii
Payment Terms Text:	NET 30 DAYS
Message Text:	MESSAGE TEXT PRINTS HERE
Print Options:	Send to USER Queue
Contract and Grant Biller?:	No

Edit Organization Remit To Address hide

New

Address:	UNIVERSITY OF HAWAII
Line 1 Street Address:	INFORMATION TECHNOLOGY SVCS
Line 2 Street Address:	2425 CAMPUS ROAD, SINCLAIR 10
City Name:	HONOLULU
State Abbreviation:	HI
Postal Code:	96822

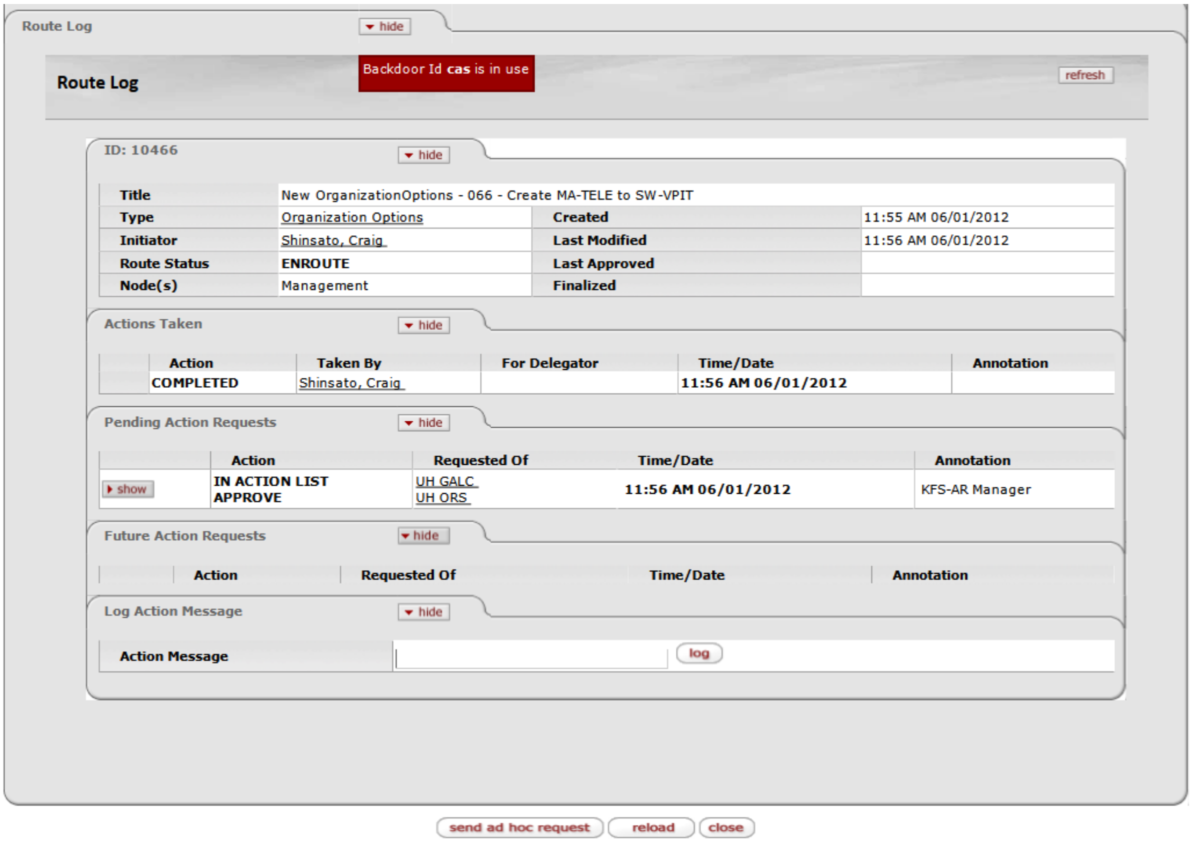
Edit Organization Phone hide

New

Phone Number:	808-956-0000
Fax Number:	
800 Phone Number:	

Notes and Attachments (0) show

Ad Hoc Recipients show



Route Log [hide]

Backdoor Id **cas** is in use

Route Log [refresh]

ID: 10466 [hide]

Title	New OrganizationOptions - 066 - Create MA-TELE to SW-VPIT		
Type	Organization Options	**Created**	11:55 AM 06/01/2012
Initiator	Shinsato, Craig	**Last Modified**	11:56 AM 06/01/2012
Route Status	ENROUTE	**Last Approved**	
Node(s)	Management	**Finalized**	

Actions Taken [hide]

	Action	Taken By	For Delegator	Time/Date	Annotation
	COMPLETED	Shinsato, Craig		11:56 AM 06/01/2012	

Pending Action Requests [hide]

	Action	Requested Of	Time/Date	Annotation
show	IN ACTION LIST APPROVE	UH GALC UH ORS	11:56 AM 06/01/2012	KFS-AR Manager

Future Action Requests [hide]

	Action	Requested Of	Time/Date	Annotation

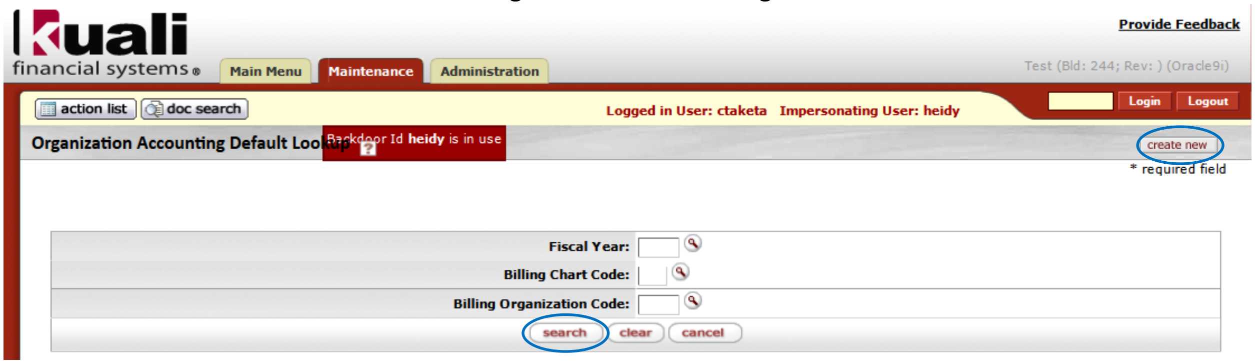
Log Action Message [hide]

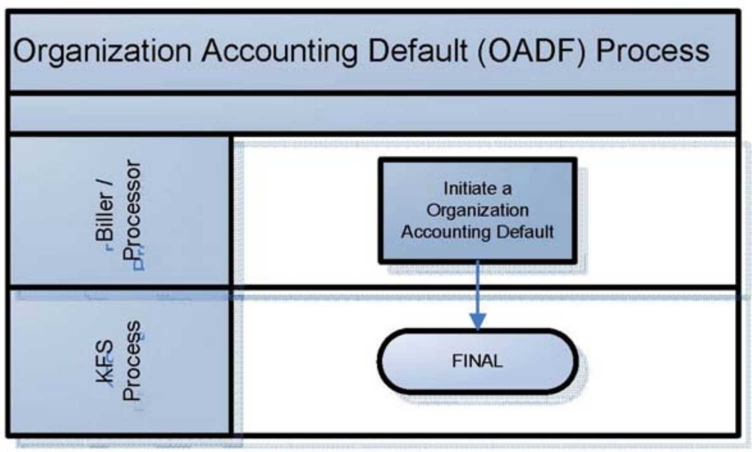
Action Message [log]

[send ad hoc request] [reload] [close]

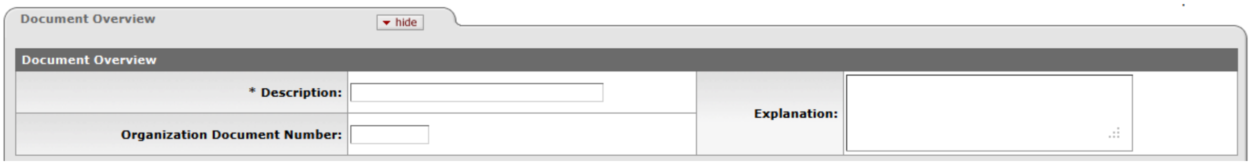
Organization Accounting Default eDoc

Search for an existing Organization Accounting Default by selecting from the attributes available or click the 'create new' button to create a new Organization Accounting Default:



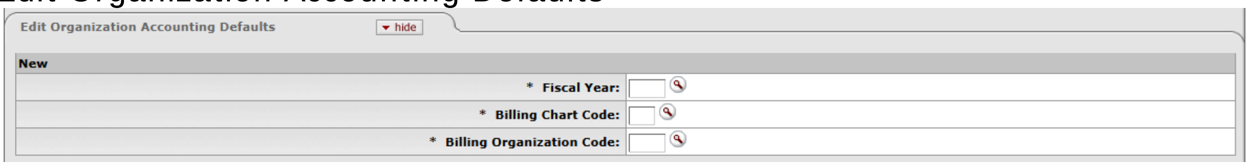


Document Overview



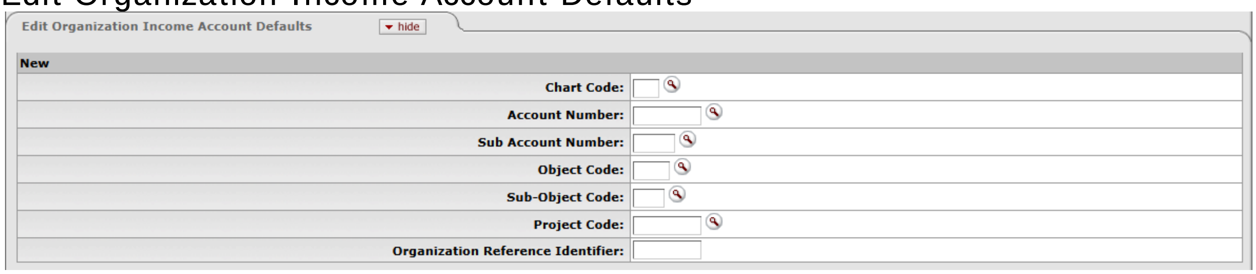
1. (Required) Enter in a Description
   - Start with the 3-digit FO code followed by a short description
2. (Optional) Enter in an Explanation
3. (Optional) Enter in an Organization Document Number

Edit Organization Accounting Defaults



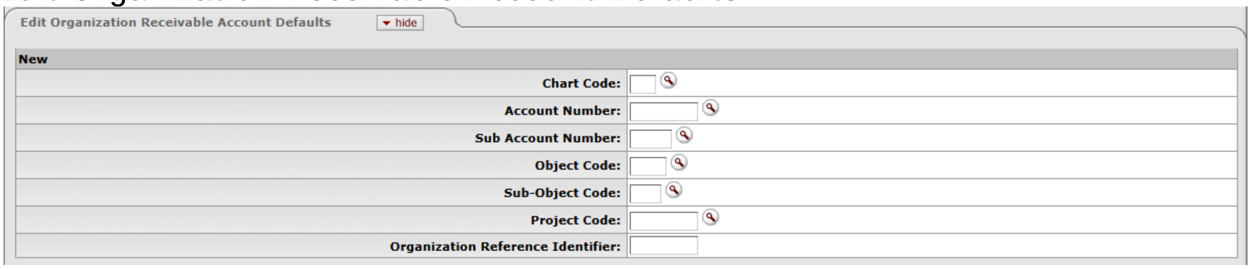
4. (Required) Enter in the Fiscal Year or select the magnifying glass to search
5. (Required) Enter in the Billing Chart Code or select the magnifying glass to search
6. (Required) Enter in the Billing Organization Code or select the magnifying glass to search

Edit Organization Income Account Defaults



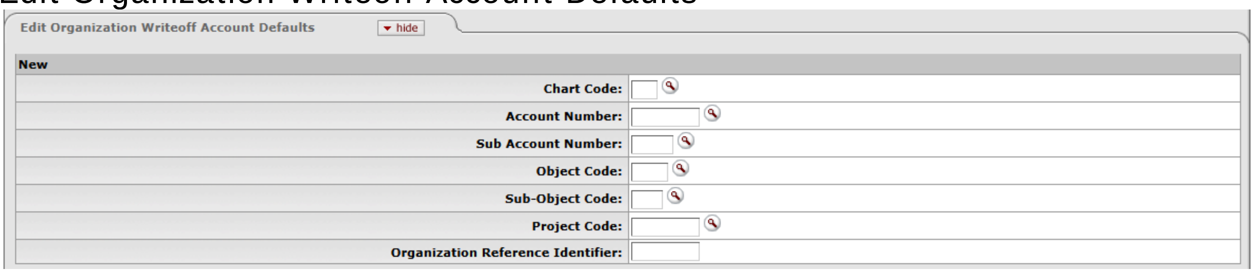
7. (Optional) Enter in the Chart Code or select the magnifying glass to search
8. (Optional) Enter in the Account Number or select the magnifying glass to search
9. (Optional) Enter in the Sub-Account Number or select the magnifying glass to search
10. (Optional) Enter in the Object Code or select the magnifying glass to search
11. (Optional) Enter in the Sub-Object Code or select the magnifying glass to search
12. (Optional) Enter in the Project Code or select the magnifying glass to search
13. (Optional) Enter in the Organization Reference Identifier

Edit Organization Receivable Account Defaults



14. (Not Used) Organization Receivable Account Defaults is not being used

Edit Organization Writeoff Account Defaults



15. (Not Used) Organization Writeoff Account Defaults is not being used

Organization Accounting Default

Backdoor Id **heidy** is in use

Doc Nbr:	10822	**Status:**	ENROUTE
Initiator:	heidy	**Created:**	02:05 PM 06/07/2012

- Document was successfully submitted.

expand all | collapse all

* required field

Document Overview hide

Document Overview

* **Description:**	066 - Create MA-TELE Org Acctg Default	**Explanation:**
Organization Document Number:		

Edit Organization Accounting Defaults hide

New

Fiscal Year:	2012
Billing Chart Code:	MA
Billing Organization Code:	TELE

Edit Organization Income Account Defaults hide

New

Chart Code:	MA
Account Number:	2263232
Sub Account Number:	
Object Code:	0750
Sub-Object Code:	
Project Code:	
Organization Reference Identifier:	

Edit Organization Receivable Account Defaults show

Edit Organization Writeoff Account Defaults show

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log hide

Route Log

Backdoor Id **heidy** is in use

refresh

ID: 10822 hide

Title	New OrganizationAccountingDefault - 066 - Create MA-TELE Org Acctg Default		
Type	Organization Accounting Default	**Created**	02:05 PM 06/07/2012
Initiator	Uno, Heidy-ann	**Last Modified**	02:08 PM 06/07/2012
Route Status	FINAL	**Last Approved**	02:08 PM 06/07/2012
Node(s)	OrganizationHierarchy	**Finalized**	02:08 PM 06/07/2012

Actions Taken hide

	Action	Taken By	For Delegator	Time/Date	Annotation
	COMPLETED	Uno, Heidy-ann		02:08 PM 06/07/2012	

Future Action Requests hide

	Action	Requested Of	Time/Date	Annotation

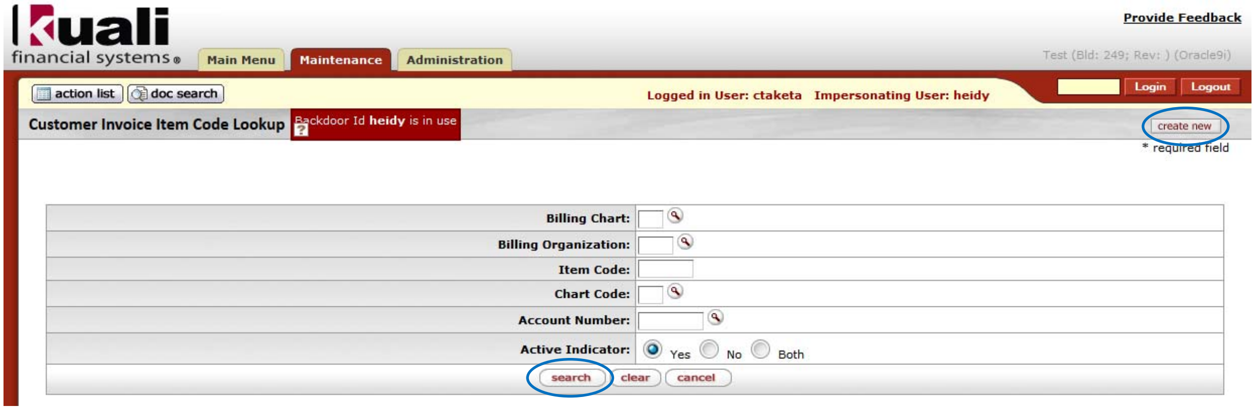
Log Action Message hide

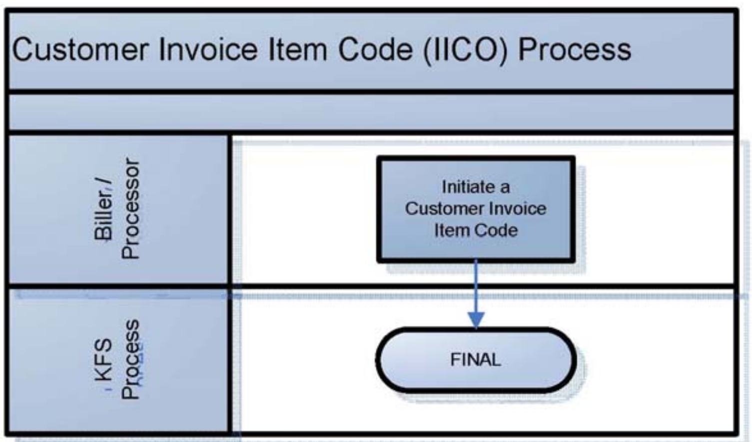
Action Message log

send ad hoc request | reload | close

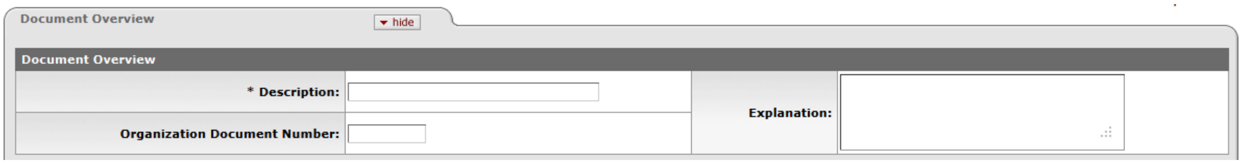
Customer Invoice Item Code eDoc

Search for an existing Customer Invoice Item Code by selecting from the attributes available or click the 'create new' button to create a new Customer Invoice Item Code:



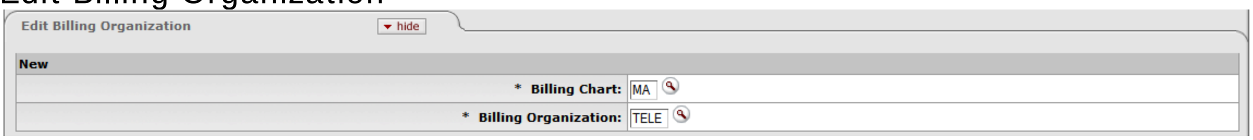


Document Overview



1. (Required) Enter in a Description
   - Start with the 3-digit FO code followed by a short description
2. (Optional) Enter in an Explanation
3. (Optional) Enter in an Organization Document Number

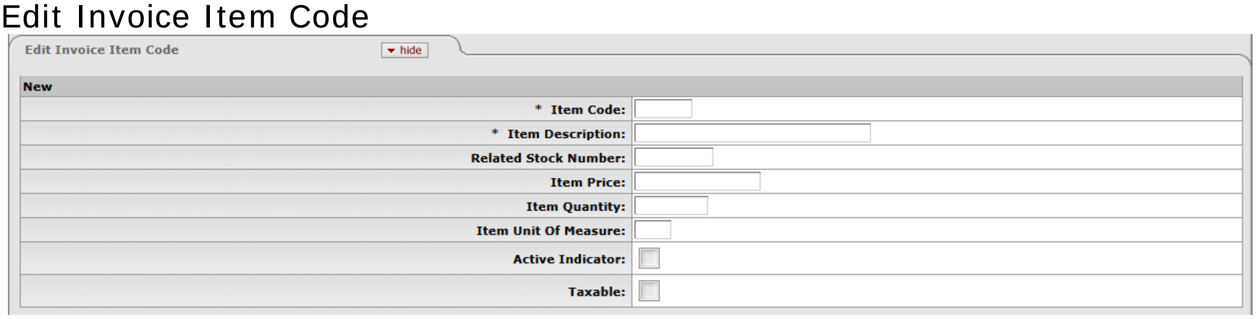
Edit Billing Organization



❖ Note: The Processor must change the Billing Chart and Organization to a valid 'Billing Organization'

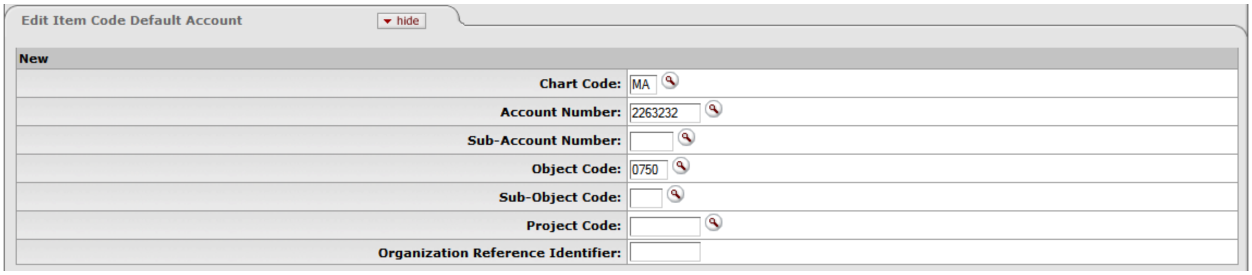
4. (Required) System Default: The Billing Chart will be pulled from your person profile
   - To change, enter in the Chart or select the magnifying glass to search
5. (Required) System Default: The Billing Organization will be pulled from your person profile
   - To change, enter in the Organization or select the magnifying glass to search

Edit Invoice Item Code



6. (Required) Enter in the Item Code
7. (Required) Enter in the Item Description
8. (Optional) Enter in the Related Stock Number
9. (Optional) Enter in the Item Price
10. (Optional) Enter in the Item Quantity
11. (Optional) Enter in the Item Unit of Measure
12. (Required) Select the Active Indicator check box
    - To deactivate the item code, unselect the check box
13. (Not Used) Taxable is not being used

Edit Item Code Default Account



- Note: If the Organization Accounting Default is setup for the Billing Organization, these attributes will display within this tab

14. (Optional) Enter in the Chart Code or select the magnifying glass to search
15. (Optional) Enter in the Account Number or select the magnifying glass to search
16. (Optional) Enter in the Sub-Account Number or select the magnifying glass to search
17. (Optional) Enter in the Object Code or select the magnifying glass to search
18. (Optional) Enter in the Sub-Object Code or select the magnifying glass to search
19. (Optional) Enter in the Project Code or select the magnifying glass to search
20. (Optional) Enter in the Organization Reference Identifier

Customer Invoice Item Code ?

Backdoor Id **heidy** is in use

Doc Nbr:	10824	**Status:**	ENROUTE
Initiator:	heidy	**Created:**	02:12 PM 06/07/2012

- Document was successfully submitted.

expand all | collapse all

* required field

Document Overview

hide

Document Overview

*** Description:**	066 - Create MA-TELE Cus Inv Item Code	**Explanation:**	
Organization Document Number:			

Edit Billing Organization

hide

New

Billing Chart:	MA
Billing Organization:	TELE

Edit Invoice Item Code

hide

New

Item Code:	DDIAL
Item Description:	DIRECT DIAL CHARGES
Related Stock Number:	
Item Price:	
Item Quantity:	
Item Unit Of Measure:	EA
Active Indicator:	Yes
Taxable:	No

Edit Item Code Default Account

hide

New

Chart Code:	MA
Account Number:	2263232
Sub-Account Number:	
Object Code:	0750
Sub-Object Code:	
Project Code:	
Organization Reference Identifier:	

Notes and Attachments (0)

show

Ad Hoc Recipients

show

Route Log

hide

Route Log

Backdoor Id **heidy** is in use

refresh

ID: 10824

hide

Title	New CustomerInvoiceItemCode - 066 - Create MA-TELE Cus Inv Item Code		
Type	Customer Invoice Item Code	**Created**	02:12 PM 06/07/2012
Initiator	Uno, Heidy-ann	**Last Modified**	02:16 PM 06/07/2012
Route Status	**FINAL**	**Last Approved**	02:16 PM 06/07/2012
Node(s)	AdHoc	**Finalized**	02:16 PM 06/07/2012

Actions Taken

hide

	Action	Taken By	For Delegator	Time/Date	Annotation
	COMPLETED	Uno, Heidy-ann		**02:16 PM 06/07/2012**	

Future Action Requests

hide

	Action	Requested Of	Time/Date	Annotation

Log Action Message

hide

Action Message log

send ad hoc request | reload | close